

## Data Collection/Handling and Retention Policy for Discovery Education.

We respect your right to privacy. Our overall aim is to ensure that our collection and use of personal information is appropriate to the provision of services to you, and is in accordance with applicable data protection laws, including GDPR.

### Primary Schools.

1. What information is collected about our students? (e.g. name, date of birth, gender etc.)

Answer: We do not hold any primary student data on our systems as students have a generic username and password. If schools take part in competitions we would agree in advance, what information is held, and how long for.

2. Where is the data obtained from? Does this link directly with our SIMS data?

Answer: Currently for our Primary service our systems do not collect any data from your school MIS (e.g. Capita SIMs).

Someone in your school will be the administrator for your teacher accounts within the service and will add teachers' email addresses to our central server so that the teachers can set their passwords and use the online service.

Should a school no longer subscribe, or a teacher is removed from the system the relevant email addresses are automatically deleted from the platform. We would continue to hold emails in our CRM that have opted into communication so that we can keep interested parties abreast of changes/enhancements to our product.

3. How is Discovery hosted

Answer: Discovery Espresso Education content is delivered to schools either on **HARDWARE** – a dedicated server in the school environment that checks in daily to update the content or **ONLINE** – Our central server where content is accessed by Teachers/Pupils who login with username and password. The online service and its data are hosted in a secure data centre located within the UK. All reasonable measures are in place to protect access to this data.

4. Who controls the application or Data set?

Answer: Teacher information is held in our CRM/Central Server and controlled by Discovery Education staff within a secure environment.

5. Third parties that the data is shared with, or who host the application?

Answer: We do not share personal data with any third party. The email addresses of teachers will be uploaded to our email platform for communication purposes, but this remains our data and is NOT shared.

You can access our full privacy policy here:

<http://www.discoveryeducation.co.uk/privacy-policy>